

## CALIFORNIA STATE TRAVEL PROGRAM

### CONDITIONS OF TRAVEL

Each State agency determines the necessity for and the method of employee business travel. Effective 1/1/92, reimbursement shall not be made for meal and lodging expenses incurred within 50 miles of home or headquarters. Authority to approve exceptions was delegated to appointing powers as follows: to approve meals and/or lodging for employees *on travel status* away from, but within 50 miles of home or headquarters. Delegation does not extend to the approval of meals or lodging **at** either the home or headquarters location.

### SHORT-TERM TRAVEL

#### LODGING REIMBURSEMENT RATES – IN STATE

Applicable when State business requires an overnight stay and the employee uses a good, moderately priced commercial lodging establishment (*hotel, motel, bed and breakfast or public campground*) that caters to the short-term traveler, and for day trips of less than 24 hours.

**HINTS:** Use the 1999/2000 LODGING TRAVEL GUIDE! <http://www.travelcsg.com> or [www.capitolweekly.com](http://www.capitolweekly.com). These are full of good lodging establishments priced within State rates. Present the TAX WAIVER FORM when you check in. They are not required to waive the tax. **KEEP YOUR RECEIPTS. RATES EFFECTIVE 11/2/99:**  
**LODGING REIMBURSEMENT – receipt required** Statewide, Except as below,\* up to \$84.00 + tax

\*San Francisco, Alameda, San Mateo and Santa Clara Counties, and Central/Western LA\*\* up to \$110.00 + tax

\*\*LA area within borders of Sunset Blvd. (North), Pacific Ocean (West), Imperial Blvd/Fwy 105 (South), and Fwys. 110, 10 and 101 (East).

Note: Get a confirmation number when you make your reservations and use it when you check in. Travelers who do not provide a lodging receipt are eligible to claim meals/incidentals only as appropriate

to the time frames of travel. (See below for rates and time frames.)

#### MEALS AND INCIDENTALS (each 24 hr. period)

Breakfast: ACTUAL EXPENSE UP TO \$ 6.00

Lunch: “ 10.00

Dinner “ 18.00

Incidentals “ 6.00

Note: YOU must retain all meal receipts for audit by the state or the IRS.

#### TIMEFRAMES:

FIRST DAY: TRIP OF MORE THAN 24 HOURS:

Trip begins at or before 6am: may claim breakfast

Trip begins at or before 11am: may claim lunch

Trip begins at or before 5pm: may claim dinner

FRACTIONAL DAY: AFTER 24 HOURS OF TRAVEL:

Trip ends at or after 8am: may claim breakfast

Trip ends at or after 2pm: may claim lunch

Trip ends at or after 7pm: may claim dinner

FRACTIONAL DAY-TRIP OF LESS THAN 24 HOURS:

Trip must begin at or before 6am AND end at or after 9am in order to claim breakfast.

Trip must begin at or before 4pm AND end at or after 7pm in order to claim dinner.

No lunch or incidentals may be claimed. If there is no overnight stay, these meals are taxable.

**NOTE:** Full meals included in airfare, hotel, and conference fees, or otherwise provided may not also be claimed for reimbursement. The same meal may not be claimed more than once on any date. Continental breakfasts of rolls, coffee, and juice are not considered full meals.

**CONFERENCES/CONVENTIONS: Rooms that are contracted by the sponsors for the event.**

STATE SPONSORED:

Appointing power delegated to approve lodging with receipt: up to \$110 + tax

NON-STATE SPONSORED:

Appointing power delegated to approve lodging with receipt up to the rate contracted for the event.

#### OUT-OF-STATE TRAVEL

Lodging w/receipt: actual expense (subject to department approval)

Meals/incidentals: same rates/requirements has in-state reimbursement

#### OUT-OF-COUNTRY TRAVEL

Lodging w/receipt: actual expense (w/appvl.)

Meals/incidentals: as published by the U.S. Govt. for dates and places traveled. Call DPA for rates.

### MILEAGE REIMBURSEMENT RATES

All privately owned vehicle mileage driven on State business is subject to advance approval by the appointing authority. The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

Automobile	31 cents per mile
Spec. veh. w/cert up to	37 cents per mile
Private aircraft up to	50 cents per mile
Bicycle up to	4 cents per mile

If dropped off and picked up at a common carrier and no parking expense is claimed, mileage to and from the common carrier may be claimed at the above appropriate rate times twice the number of miles you actually occupy the vehicle (pays for each round trip).

### TRANSPORTATION

#### Attachment 5

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Reimbursement for transportation expenses will be only for the method of transportation that is in the best interest of the State, considering both direct expense and the employee's time. When an employee chooses a method of transportation that is more costly than the normal method of travel, (driving a personal vehicle instead of flying) reimbursement will be the lower amount.

### RECEIPTS/TRAVEL

#### AGENCY/LIAISON/MISC:

Receipts are required for each item of expense for street car, ferry fares, bridge and road tolls, local transit, taxi, shuttle or hotel bus and parking over \$10, business phone calls over \$5.00, all gas for rental cars and all lodging, regardless of amount.**HINT: Keep all receipts until your claim is filed and paid. You are responsible for your own travel arrangements and your own claim. All travel and business expenses are to be incurred as a result of conducting State business, and are subject to review/verification by the approval authority.**